

City of Durham, NC

**Revised Cost Proposal for a
Comprehensive Compensation Study for
Police and Fire Departments**

RFP #: 16-0031

February 1, 2016

Contact:

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February 1, 2016

Alethea Hardy
Human Resources Manager
City of Durham
101 City Hall Plaza
Durham, NC 27701

Re: RFP #: 16-0031 Professional Services to Conduct a Comprehensive Compensation Study for the City of Durham Police and Fire Departments – Revised Cost Proposal

Dear Alethea:

Per our conversations last week, I am attaching a Revised Cost Proposal to include the additional on-site meetings for the employee interviews as well as for the final presentation. I look forward to working with you and your team!

If you have any questions. Please feel free to call me at 214.930.7516.

Sincerely,

Linda G. Wishard
Linda G. Wishard, CCP, SPHR, SHRM-SCP
(Via electronic signature)
Senior Consultant

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Revised Cost Proposal

Segal Waters is fully aware of the sensitivity of budget allocations for public sector employers. We believe that you will find our approach focused toward achieving the City's objectives in the most cost-effective manner consistent with quality, accuracy, and timeliness.

Project Step	Fixed Fee
Step 1: Project Initiation Assumes we conduct one on-site meeting, one (1) day of stakeholder interviews, as well as time associated with learning about the City's current compensation and classification structures, policies, and practices.	\$5,000
Step 2: Job Classification Analysis Assumes the following: <ul style="list-style-type: none"> • Develop one customized Job Description Questionnaire • Analyze 24 current job titles covering 818 employees/positions. • Develop a recommended classification structure (one draft, one final) • Recommend assignments of individual positions to job titles 	\$10,000
Step 3: Market Assessment Assumes the following: <ul style="list-style-type: none"> • Develop a customized salary market survey document including 24 benchmark job titles, to be distributed to no more than ten (10) public sector peer employers. • One draft and one final report of the market study findings 	\$30,000
Step 4: Recommendations Development Assumes the following: <ul style="list-style-type: none"> • Develop pay schedule(s) to cover all jobs covered by the study • Recommend grade assignments for all job titles covered by the study • Draft language for recommended compensation policies/pay administrative guidelines • Estimate the cost of implementing the recommended pay schedule, including recommendations regarding placement of each employee within the pay ranges, as well as one revised estimate based on Project Team's review and revisions • Assist with implementation plus one (1) on-site training session to Human Resources staff 	\$7,500
Step 5: Present Final Results to the City Assumes we develop and deliver one presentation to senior management, elected officials, and/or employee groups over two (2) separate days on-site.	\$7,500
TOTAL FIXED FEE (Without Optional Services)	\$60,000
Optional Service 1: Conduct Employee Interviews Assumes two (2) separate on-site visits each for two (2) consecutive days for interviews with a representative group of each current classification	\$15,000
TOTAL FIXED FEE (Including All Optional Services)	\$75,000

Our proposed fee includes charges for all professional, analytic, and administrative services, as well as all expenses associated with materials, supplies, overhead, and travel for all tasks outlined in this proposal except as otherwise noted. We will bill the fixed fee associated with each project step upon completion. **Travel expenses for meetings scheduled less than one week in advance will be charged additionally. If a scheduled meeting is cancelled by the client, any non-refundable travel expenses will be billed to the client at cost.**

To the extent our proposed scope and fees differ from your needs Segal Waters is prepared to discuss alternatives to the fees stipulated in our proposal.

All other provisions/scope of services referenced in the Segal Waters Proposal for a Comprehensive Compensation Study for Police and Fire Departments RFP #16-0031 dated December 21, 2015 apply. Should the City request additional services or additional on-site meetings, we would charge the hourly rates shown below, as well as for the time and expenses associated with travel.

Staff Member	Title/Role	2016 Standard Hourly Rate
Elliot R. Susseles	Senior Vice President, National Practice Leader	\$450
Ruth Ann Eledge	Vice President, Senior Consultant	\$310
Linda Wishard	Senior Consultant, Client Relationship Manager/Project Manager	\$285
Cristy Reetz	Compensation Analyst	\$235
Bian Philip	Senior Compensation Analyst	\$235
Suma Sreedharan	Compensation Analyst	\$210